

Vendor Information

How to Add a New Location

This site is best viewed using Microsoft Internet Explorer versions 5.5 or 6.0 or Netscape 7.1 with Windows 98, 2000, and 2000 Professional operating systems. All cookie settings and JavaScript must be enabled. Up to 128-bit encryption is used on the site.

Help

At any time during the Registration process you can right click anywhere on the page and get **Page Help** or click the **Help** link in the navigation panel at the top of the page. These links provide detailed information and instructions in completing the Registration Process. Should you need additional help, leave the browser open and call **eVA Customer Care** at **1-866-289-7367**.

You Will Need

Tax ID Number and Type; EIN Employer Identification Number or SSN Social Security Number

DUNS Number; A free number issued by Dun & Bradstreet for each business location. Go to www.dnb.com to obtain/verify your free number. Indicate that you are doing business with a Government entity.

Add a New Location

Go to www.eva.virginia.gov and select **Vendor Registration**. Click the **Register** button on the right side of the page under **Guests**. Review the **Registration Requirements** and assemble the necessary information. Click the **Continue** button. Type your company's legal name in the company name field and click **search**. Click the **Add Location** link for the listing that has a **Yes** in the **HQ Account** column. You will be taken to the **Vendor Verification** page. This page asks you to verify if you are part of the headquarters to which you want to add a location. You may be asked to enter information into the verification field (if required by your headquarters). If a password or EIN is required and you do not know what it is, contact the **Registration Administrator** for your Headquarters (listed on this page). After entering the correct information, or if no password is required, click the **Continue** button and you will be taken to the **Memorandum of Agreement** page. Read and **accept** the Memorandum of Agreement. Complete the following steps being sure to populate the required fields which are denoted by a red asterisk (*). As you complete each step and move to the next step, the system will check for errors. If there are errors a highlighted error notification message will be displayed at the top of the page. Click the **Here** link in the notification to see the errors. You must correct the errors indicated before continuing to the next step.

Step 1; Create Location

The Create Location section allows you to enter information specific to the location being registered i.e. 'The Garage, Main Street, Richmond'.

Location Information - This section allows you to enter information that will be used to define your organization and create your Legal Name. The Duns Number is the Dun and Bradstreet account number assigned to the Location and is used to uniquely identify an address during ordering.

Step 2; User Information

The User Information section allows you to enter information about the person who will be the Master user for the new location. The Master User will maintain the account information for this location and add users for this location. User ID and Password are case sensitive. User ID can be a maximum of 12 characters. **Remember!** Make a note of the User ID and password as you will need these to log in to your account.

Step 3; W-9 Information

This step allows you to enter information specific to your W-9.

Step 4: Ordering Address

Please enter the address where we should send your orders and the contact information. You may select a previously entered address/contact by using the **FIND** option and selecting an address. An Ordering Address is required.

Step 5: Solicitation Address

Please enter the address where we should send your solicitations. You may select a previously entered address by using the drop down menu of the **Use the following address as my Solicitation Address** option or add a new address. A Solicitation Address is required.

Step 6: Billing Address

Please enter the address where we should send your bills. You may select a previously entered address by using the drop down menu of the **Use the following address as my Billing Address** option or add a new address. A Billing Address is required.

Step 7: Service Area

Please select the area(s) where your organization can provide its services. Click the **Add Area(s)** button to view the Service Area Zones and make your selection. If no selection is made, the Service Area will default to Statewide.

Step 9: Commodity (NIGP, National Institute of Governmental Purchasing Codes)

Select the Commodities that best describe the goods and services your organization provides. Click the **Add Commodities** button to view the commodities available for your selection. Note: To be available for Bidders Lists, you **MUST** select commodities! Also, Premium Vendors will not receive solicitation notices without commodity selections.

Step 10: Verify & Submit Registration

You can review the information you have entered thus far by using the **Back** button or any of the Links in the left side navigation panel. Click the **Submit Registration** button to complete your registration.

After successfully submitting your registration the **Thank You** page will be displayed with the User Name. This should match the User ID you entered in Step 2. **Exception:** If the user ID entered in Step 2 already exists, the system will add a 'one-up' number to the User ID. **Remember!** Make a note of the new User ID. You will need this to log into your account.

NOTE: If you selected **Electronic** as your preferred **Order Method**, you must create an **ARIBA** account. The **eVA** account works with Ariba to route orders electronically and to host catalogs. The Ariba Supplier Network is the CGI-AMS business partner that processes **eVA** electronic orders (email or fax, CXML, or EDI). Click the **ARIBA** link in the navigation panel at the top of the **Thank You** page to create an Ariba Account. **eVA** and Ariba accounts must be maintained together because email and FAX addresses must be the same in each account. Should you need assistance, contact **eVA Customer Care** at **1-866-289-7367**.

For quick and easy payment, sign up for [Electronic Data Interchange](#)